

REDEVELOPMENT PROGRAMS ADMINISTRATOR

DEFINITION

Under general administrative direction of the City Manager/Executive Director, assists with the administration of the Pleasant Hill Redevelopment Agency function. Supervises, coordinates and participates in staff research and operations activities in support of economic development; agency policy formulation; project identification and implementation; acquisition, management, and disposal of real property; contract negotiations and administration; and relocation assistance. Performs related and other work as required.

EQUIPMENT, METHODS AND GUIDELINES

Uses Federal, State and Local laws, policies, procedures and practices; statistical data, knowledge of urban planning and redevelopment principles and practices; knowledge of status related to general plans, zoning and land divisions, as well as applicable environmental laws and regulations. Uses City vehicles, telephones, FAX machines, PC terminal, printer, copier and various resource materials.

WORKING CONDITIONS

Predominantly inside work. Conditions also involve some travel and attendance at meetings, including many that are conducted during the evening. May also include occasional irregular hours.

PHYSICAL DEMANDS

The work emphasizes speech, hearing and vision (including that color vision necessary to accurately interpret visual displays).

SUPERVISION RECEIVED AND EXERCISED

Supervision received is characterized by general administrative support and control. Supervision exercised includes exercising a full range of supervisory authority and is focused on providing administrative support and control, defining objects and problems and, as necessary, prescribing both general and detailed work methods.

EXAMPLE OF DUTIES

Duties may include, but are not limited to, the following:

Assists with the administration of the Redevelopment Agency function by coordinating the preparation of, and monitoring the expenditures associated with the Agency's budget; preparing agenda items to secure appropriations for budget transfers; conferring with Agency officials regarding the interpretation and application of Redevelopment projects;

the development of agenda items and related comments associated with Redevelopment Agency projects; and the preparation of reports and analyses regarding changes in the environment of the Redevelopment Agency.

Participates in the selection, and monitors the activities of engineering, architectural, legal, and other consultants engaged to perform a variety of special studies associated with Redevelopment Agency projects and activities.

Coordinates land acquisition and clearing, financing, construction, and relocation activities in accordance with Redevelopment Agency policies and programs.

Participates in the negotiation of Exclusive Negotiating Rights, Disposition and Development, and other agreements between the Redevelopment Agency and developers, property owners, and consultants; and coordinates the processing of such agreements.

Serves as liaison between property and business owners, City officials, and developers regarding redevelopment agency projects; provides relocation assistance such as identifying alternatives for new business sites and identifying the interest of various parties affected by redevelopment projects.

Attends and makes presentations at various meetings including those before the Redevelopment Advisory Committee; and provides staff assistance including preparation of the agenda for the Redevelopment Agency Board and Redevelopment Advisory Committee meetings.

Provides written and oral information to interested groups and individuals regarding the Agency's Redevelopment Plan, other policy requirements, and the status and purpose of projects; directs and coordinates the compilation and dissemination of information, including press releases.

Coordinates Agency activities and efforts with those of other city departments and other public and private agencies.

Prepares applications for Community Development Block Grants (CDBG) and related federal and state funded projects, including housing assistance and community revitalization.

QUALIFICATIONS

Knowledge of:

Considerable working knowledge of the California Community Redevelopment Law and relevant legal procedures, relevant financing alternatives of effective program monitoring and evaluation techniques; of the various federal, state and local legislation regulations and guidelines pertinent to redevelopment projects; of public relations, and negotiations techniques; of basic accounting procedures; and

of the principles of effective supervision and training.

Ability to:

Supervise, coordinate, and perform research and analysis related to the redevelopment function; to develop realistic redevelopment project alternatives; to effectively apply related policies, procedures, rules, regulations, and practices pertaining to the work and the work group; to prepare written budget input; to operate within budget allocations; to accurately interpret laws, ordinances, regulations, maps, specifications, site and building plans, graphs, and statistical data; to communicate effectively orally and in writing; and to establish and maintain cooperative and effective relationships with those contacted in the course of work.

EXPERIENCE AND EDUCATION

Any combination equivalent to experience and education that would likely provide the relevant knowledge and abilities would be qualifying. A typical way to obtain such knowledge and abilities would be:

Experience:

Five years experience in redevelopment agency activities such as project coordination; real property acquisition, management, and disposal; and contract administration. Experience in supervising such activities is also desirable.

Education:

Completion of four or more years in a college curriculum with a major in Public or Business Administration, Architecture, Planning, Engineering, or Economics.

LICENSE OR CERTIFICATE

A California Driver's License and satisfactory driving record are conditions of initial and continued employment.

